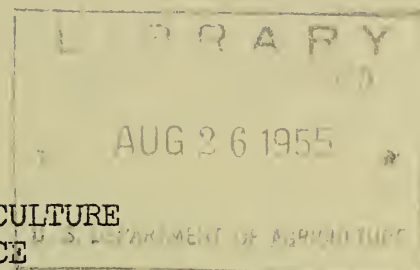


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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL RESEARCH SERVICE
ANIMAL DISEASE ERADICATION BRANCH
WASHINGTON 25, D.C.

July 23, 1955

ADE BRANCH MEMORANDUM NO. 508.35

To : ADE Branch Stations
From : R. W. Morgan, Administrative Officer
Subject: Procurement Procedures Under Regionalization

I PURPOSE

The purpose of this memorandum is to advise ADE Field Stations of Branch policies in connection with procurement functions under regionalization. In this connection, your attention is invited to Administrative Memorandum No. 210.4, dated June 30, 1955.

II BRANCH POLICY

As heretofore, all requests for the following type of equipment, supplies, and/or services shall be forwarded to the Washington office of the Animal Disease Eradication Branch for approval. If approved, the requests will then be forwarded to the appropriate Regional Business office or to the Washington office of the Administrative Services Division for processing and procurement:

Tuberculin

Brucella Abortus Vaccine

Antigen

Blood -- (Plate
(Tube

Milk -- (Plate
(Tube

Antigen Droppers

ADE BRANCH MEMORANDUM NO. 508.38

- . Milk Dippers
- Ring Test Racks
- Identification Tags
- Vaccination Tags
- Reactor Tags
- . Tagging Pliers
- Bleeding Kits
- . Tires and Tubes
- Automobiles
- Laboratory Trailers
- Trucks, Power Wagons, and Pick-Ups
- Office Machines of All Types
- Office Furniture
- Additional Telephone Service
- . Office Space

ALL OTHER NON-EXPENDABLE PROPERTY NOT LISTED ABOVE

III GENERAL

None of the equipment and/or supplies listed above, or supplies which are used in program operations, shall be declared surplus to any source without the prior approval of this office. This will afford this office an opportunity to determine whether or not the property and/or supplies can be used by the Animal Disease Eradication Branch at some other location.

R.W. Morgan